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Class Specification
for the Class:

RELIGIOUS PROGRAM SPECIALIST

Distinguishing Characteristics:

This class reflects the work of a staff position responsible for planning, organizing, coordinating and evaluating, on a statewide basis, all religious programs and chaplaincy services provided for inmates in adult correctional facilities. This includes developing and implementing program goals, objectives, guidelines and procedures in consultation with the Religious Advisory Board and in accordance with departmental policies, rules and regulations; recruiting, overseeing and evaluating the services provided by a large group of volunteer religious workers and volunteer facility chaplains; and providing pastoral care and counseling services to inmates, as necessary.

The position in this class works under the general supervision of the head of the Corrections Program Services office, and with guidance from the Religious Advisory Board.

Personal contacts are significant as the position in this class serves as liaison between the department and the community, and is responsible for establishing and maintaining contacts with religious groups and community organizations to publicize and elicit support of the programs.

Examples of Duties:

(The position in this class may not be assigned all the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)

Plans, coordinates and oversees chaplaincy services and religious programs; develops program guidelines and operational policies for chaplaincy services; develops operational policies and procedures for religious programming in consultation with branch administrators, the Religious Advisory Board and facility chaplains; formulates long-and short-term program goals and objectives; plans and implements program monitoring and evaluation procedures; may provide testimony at legislative hearings and serve as resource person to justify program plans; develops and maintains a system for inmates and detainees to express their religious needs, for referral to religious volunteer services, and

for the assignment of, follow up and monitoring of religious volunteers; prepares program activity and progress reports; actively investigates areas where religious volunteers can be utilized, and makes appropriate recommendations to administrative staff; keeps facility staff informed of available religious volunteers suitable for placement; strengthens communication among the program participants by reporting events of interest or concern to religious volunteers, and religious volunteer accomplishments and staff involvement via newsletters, et al.; coordinates with facility chaplains to provide for access to appropriate facility space and equipment, religious publications, religious objects and symbols, and the opportunity to adhere to dietary and other religious requirements of inmates; identifies need for and prepares position description for chaplaincy services positions; participates in the selection of facility chaplains; develops and implements procedures to evaluate facility chaplains and religious volunteers; provides training for facility chaplains and supervision and consultation as needed; prepares training materials to orient religious volunteers with departmental operations, rules and regulations and other relevant information; assures quality religious services and pastoral care by periodically evaluating services; takes corrective action to insure that quality religious services and pastoral care are provided at all departmental correctional facilities; maintains personal contacts with facility chaplains by on-site visits and written and oral communication; assists facilities by providing religious services or advice; prepares the budget for religious programs and chaplaincy services; functions as liaison between the department and the community by providing information on the organization, function and types of services provided by the department as a means of recruiting religious volunteers and providing public awareness of the correctional system; confers with representatives of religious faith groups, attends meetings and conferences and establishes and maintains written communications with religious faith groups to publicize chaplaincy services programs and to elicit their support; solicits, receives and distributes charitable contributions of money and material donations for program use; participates in local, statewide and national organization courses, workshops and conferences; keeps abreast of program developments affecting religious volunteer services and informs staff and agencies of innovative and creative uses of religious volunteers; and prepares reports and correspondence.

Knowledge and Abilities Required:

Knowledge of: Fundamental theological concepts and disciplines of own religion; pastoral care and techniques and methods of pastoral counseling; human behavior; report writing, and public relations.

Ability to: Apply theological concepts to plan and organize religious programs and services; provide religious services, including pastoral care and counseling to individuals deeply troubled by moral, ethical or spiritual problems; plan, coordinate and evaluate religious programs and services; develop operational program policies and procedures; establish and maintain effective working relationships with departmental personnel, volunteer workers, the religious community and the general public; and communicate effectively orally and in writing; and prepare reports, correspondence and informational material (e.g., newsletters).

This is the first specification for the new class RELIGIOUS PROGRAM SPECIALIST.

EFFECTIVE DATE: 7/15/93

DATE APPROVED: 7/15/93 /s/ Ann K. Kon
for SHARON Y. MIYASHIRO
Director of Personnel Services